

**APPELLATE JUDICIAL COMMISSION**  
**Instructions to Applicants for the Court of Appeals, Southern District**

1. Download the application from the Supreme Court of Missouri Web page ([www.missourisupremecourt.org](http://www.missourisupremecourt.org) is a quick pointer) by selecting the "Judges" link, then the "Judicial Vacancy: Court of Appeals, Southern District" link. **Please be certain you use only the application named "Court of Appeals vacancy application 07-07-06."** You may enter your answers directly onto the form, creating sufficient space for your answers.
2. Complete and mail the original, signed application, **flat, unfolded and unbound**, to the Honorable Michael A. Wolff, Chair, Appellate Judicial Commission, P. O. Box 150, Jefferson City, Missouri 65102 (if necessary, overnight deliveries should be directed to 207 West High Street, Jefferson City, Missouri 65101).
3. Applicants also must e-mail one copy of the following materials in a single e-mail to the Commission in care of [judgevacancy@courts.mo.gov](mailto:judgevacancy@courts.mo.gov) before **5 p.m. Friday, August 11, 2006**:
  - The **application, saved as a Microsoft Word or PDF document only**;
  - A **digital copy of a photograph** or snapshot to assist the Commission members in identifying the applicants.
  - **No more than three electronic samples of the applicant's legal writing, saved as Microsoft Word or PDF documents only.** These documents should show how the applicant considers and addresses a legal issue and may include appellate briefs, law review or journal articles, written judicial decisions, or other documents that reflect the applicant's ability to think and write. Do not send hard copies of writing samples. Please do not provide a document that reflects the work of others.
  - On No. 24 of the application, list not more than five persons who are thoroughly familiar with the applicant's personal and professional qualifications. These **references** may not include any judge of the Court of Appeals, Southern District. Provide these references with the "Guidelines for References." Reference letters will be **accepted only via e-mail**, saved as Microsoft Word or PDF documents only. **No letters sent directly to commissioners or telephone references will be accepted.**
4. Supreme Court Rule 10.31 (copy attached) governs the conduct of applicants for judicial office. Direct or indirect solicitation of letters of endorsement to be sent to members of the Appellate Judicial Commission is discouraged.
5. Interviews with members of the Commission will be conducted on **Monday and Tuesday, August 28 and 29, in Springfield.** You will be notified via e-mail on or before **Wednesday, August 23, 2006**, of the time and place of your interview.

## SUPREME COURT RULE 10.28 PUBLICITY

When a vacancy occurs or when it is known that a vacancy will occur at a definite future date, the chair shall publicize the same and solicit the submission of names of individuals qualified for such vacancy. Prior to the meeting of the commission an appropriate questionnaire shall be sent to each person whose name is proposed, to be completed and returned to the chair of the commission. Copies of the completed questionnaire shall be provided each member of the commission prior to the meeting called for the taking of the formal action by the commission in making its nominations. No publicity shall be given by the commission of the names of persons under consideration for nomination for the reason that such publicity would tend to keep well qualified lawyers from permitting themselves to be considered and might encourage unqualified persons to enter their names to obtain public notice.

## SUPREME COURT RULE 10.31 CANDIDACY AND SELECTION OF JUDGES

The conduct of candidates for any judicial office to be filled pursuant to section 25 (a)-(g) of article V of the Constitution shall be governed by and be in accord with the applicable provisions of the Rules of Professional Conduct and Canons of Judicial Ethics. In particular, the aspiration of lawyers for judicial position should be governed by an impartial estimate of the lawyers' ability to add honor to the office and not by a desire for the distinction the position may bring to them. If a judge, or a person in an office of a judicial nature, becomes a candidate, the applicant should refrain from all conduct which might tend to arouse reasonable suspicion that the applicant is using the power or prestige of the judicial position to promote the candidacy. The applicant should not permit others to do anything in behalf of the candidacy that would reasonably lead to such suspicion.

It is the duty of the Bar to endeavor to prevent partisan considerations, political or otherwise, from outweighing judicial fitness in the selection of judges. The Bar should protest earnestly and actively against the selection of those who are unsuitable for the Bench.



**APPELLATE JUDICIAL COMMISSION**  
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